

Denver Federal Executive Board
Asian Pacific Islander Program Council
Special Emphasis Committee

BYLAWS

ARTICLE I – NAME OF ORGANIZATION

The name of this organization is the Denver Federal Executive Board (DFEB) Equal Employment Opportunity (EEO) Work Force Diversity (WFD) Asian Pacific Islander Program Council (APIPC). The DFEB approved the establishment of the APIPC in April of 2002, as one of its subcommittees. The address of the APIPC shall be 6760 East Irvington Place, Denver, Colorado, 80279-8000.

The President's Advisory Commission on Asian Pacific American Issues was established by Executive Order 13215 signed by President William J. Clinton on June 7, 1999, " in order to improve the quality of life of Asian Americans and Pacific Islanders [APIs] through increased participation in Federal programs where they may be underserved (e.g., health, human services, education, housing, labor, transportation, and economic and community development)." On June 6, 2001, President George W. Bush renewed E.O. 13215, furthering the commitment to increasing opportunities and improving quality of life for the under-served populations in the API community.

ARTICLE II – PURPOSE

The purpose of the APIPC shall be:

- a. To improve the recruitment and retention of APIs in the Federal workforce.
- b. To provide outreach to APIs and serve as a resource for Federal agencies in programs and interactions with the API population.

MISSION

The mission of the APIPC is to inform APIs about Federal opportunities and to educate the Federal workforce on API issues by providing training, assisting with recruitment, and serving as an information resource.

OBJECTIVES

The objectives of the APIPC are to:

- a. Serve as liaison between Federal agencies and API organizations, and individuals, to increase awareness of Federal employment; and to assist Federal managers to increase the recruitment, hire, promotion, and retention of APIs.

- b. In specific areas, assist Federal agencies in developing employment and educational opportunities for API youth and advise Equal Employment Opportunity (EEO) managers on matters affecting the employment and advancement of Asian Pacific Americans.
- c. Be a resource to Federal agencies for information about APIs by educating and providing training to Federal employees and managers on API issues and concerns.
- d. Plan and coordinate activities and programs of the APIPC through regular meetings, and inform Federal agencies of these activities and programs.

ARTICLE III – MEMBERS

Membership shall consist of:

- a. The APIPC shall consist of agency-designated representatives, known as council members, and designated alternates, who are knowledgeable about employment needs affecting APIs and committed to the goals of the program.
- b. The APIPC will also consist of additional agency committee members, subject to supervisory approval, who are interested in furthering the goals of the APIPC.
- c. For purposes of conducting official business and/or voting, a quorum shall consist of ten percent of the membership and at least one APIPC officer. Voting privileges will be limited to agency-designated representatives.

ARTICLE IV – FEDERAL EXECUTIVE BOARD AFFILIATION

As a subcommittee of the DFEB, the APIPC operates under the auspices of the board and will:

- a. Prepare and submit to the DFEB by July 1 of each year an annual work plan for review and approval.
- b. Inform the DFEB in advance of any activities or programs not reflected in the annual work plan.
- c. Report on accomplishments through an annual report due on December 31 and any other reports requested by the DFEB.

ARTICLE V – OFFICERS

The officers of the APIPC shall consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. Each member of the APIPC shall serve as an Honorary Host agency on a voluntary basis when meetings are held at his/her agency.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1.

a. **CHAIRPERSON.**

The Chairperson shall act as chief spokesperson for the APIPC and shall preside at all general meetings; assume the responsibility for the overall coordination of the organization and assignment of duties to members and officers; all official APIPC correspondence shall bear his/her signature; he/she shall be responsible for all reports required under ARTICLE IV; and he/she shall appoint a member as the chairperson for each standing and special committees.

b. **VICE CHAIRPERSON.**

The Vice Chairperson shall assume all responsibilities of the Chairperson in his/her absence.

c. **SECRETARY.**

The Secretary shall transcribe and submit minutes of all meetings and shall maintain files of all correspondence and activities.

d. **TREASURER.**

The Treasurer shall manage all financial matters of the APIPC and will be responsible for maintaining an accurate record of funds. The DFEB will maintain funds acquired by the APIPC, but the Treasurer will keep status of approved expenditures and funds acquisition. In the absence of the Secretary, the Treasurer will take meeting minutes.

SECTION 2.

- a. The officers of the APIPC shall meet at the discretion of the Chairperson or Vice Chairperson or at the request of the two remaining officers.
- b. The officers of the APIPC shall interpret and enforce the APIPC's Constitution and Bylaws.
- c. The officers of the APIPC shall propose amendments to the general membership for approval or rejection.

ARTICLE VII - STANDING SUBCOMMITTEES

The APIPC shall have the following standing subcommittees in order to achieve APIPC goals:

- a. **CONSTITUTION AND BYLAWS COMMITTEE:** This committee will develop and recommend amendments to the Constitution and Bylaws. It will also make certain that the official document incorporates the changes authorized by the membership. This committee will ensure that the DFEB Board of Directors approves all proposed amendments to the Constitution prior to an APIPC vote.

- b. **PUBLIC RELATIONS AND INFORMATION COMMITTEE:** This committee will maintain continuing relations with the API community and other organizations sharing the APIPC's goals. This committee is also charged with distribution of information regarding programs and events.
- c. **TRAINING COMMITTEE:** This committee will identify needs and develop training strategies aimed at improving the professional expertise of APIPC representatives and Federal managers, supervisors and employees.
- d. **SPECIAL FUNCTIONS COMMITTEE:** This committee will coordinate a yearly program for the celebration of Asian Pacific American Heritage Month.
- e. **RECRUITMENT COMMITTEE:** This committee will organize recruiting activities such as Federal application workshops, career fairs, and other outreach activities to inform the API community of Federal employment opportunities. The committee will also serve as a resource to Federal managers in the development and advancement of APIs in addressing issues of under-representation.
- f. **WEBSITE COMMITTEE:** At regular intervals, this committee will review the APIPC website and recommend updates and other changes.
- g. **AD HOC COMMITTEE:** Ad Hoc committees may be formed as the Chairperson and APIPC membership deems necessary.

ARTICLE VIII– ELECTIONS AND TERMS OF OFFICE

SECTION 1.

The term of office shall be for two (2) years, beginning October 1 of the first year and ending September 30 of the second year. An officer may not serve more than one consecutive term.

SECTION 2.

Elections of officers shall be held as follows:

- a. A special election meeting will be held in August on the final year of the officer's term.
- b. Nominations will be accepted from the floor during the May quarterly meeting. Along with the May minutes, a slate of nominees will be sent to the membership with a notice of the August meeting. Additional nominations will be accepted through June 30.
- c. Ballots with the final slate of nominees will be sent to the membership prior to the August meeting. Each member will be allowed one vote by secret ballot. An absentee ballot will be accepted if received by the deadline specified on the ballot.
- d. The candidate receiving the highest number of votes both absentee and from the membership present, shall be declared elected to that office. In the event of a tie, a run-off will be conducted with only those members present.

Section 3. In the event the Chairperson cannot complete the term of office, the Vice Chairperson shall complete the unexpired term and a new Vice Chairperson shall be elected. In the event that any other officer cannot complete his/her term, the majority vote of the general membership present shall decide who shall complete the unexpired term. Any officer who fails to attend three (3) consecutive meetings without due cause, and/or without notifying an officer, will be required to vacate the position and a replacement will be elected by a majority vote of members present at the time of declaration.

ARTICLE IX – MEETINGS

- a. The general membership of the APIPC shall meet quarterly, normally on the second Thursday of the second month of each quarter (November, February, May, August).
- b. The Chairperson may call special meetings at his/her discretion. The Vice Chairperson may call a special meeting in the absence of the Chairperson.
- c. Any agency represented on the APIPC may host a meeting with prior notice to the Chairperson and Secretary.
- d. On voting matters not related to elections or amendments of the Bylaws, a simple majority of the general active membership shall carry the motion.

ARTICLE X – PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the APIPC in cases to which they are applicable and to the extent they are not inconsistent with these Bylaws, nor any special rules of order the APIPC may apply.

ARTICLE XI – AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws will be proposed to the officers who will in turn present the proposal to the APIPC members for approval or rejection. A vote of 2/3 of the membership shall suffice for passing amendments. These Constitution and Bylaws shall be considered adopted by a 2/3 vote of general membership present and shall take effect upon signatures of all officers of the APIPC.

/s/ Teresa H. Abbott, Interim Chairperson

These Bylaws were ratified on March 13, 2003.